



PROCUREMENT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Procurement Division including procurement, contract administration, and surplus property operations; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Deputy Internal Services Director - Finance and Internal Services Director.

Supervision Received and Exercised:

Receives general direction from the Deputy Internal Services Director - Finance or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Manage, direct and organize the division's activities including procurement activities, contract administration, and the disposal of surplus, salvage and/or obsolete items.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Review contracts and purchase orders to ensure compliance with terms, conditions, performance requirements, and City Council approved spending limits; maintain contact and negotiate with suppliers; keep informed of market conditions and new products; and evaluate supplier performance;
- Supervise and participate in development of solicitation documents including specifications, scope of work, evaluation criteria and pricing; solicit and analyze bids and proposals; facilitate evaluation committee reviews, authorize award of contracts under the delegated limit and recommend award of contracts that exceed the delegated limit.

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Procurement Administrator (continued)

- Review and approve award recommendations developed by Procurement Officers to ensure compliance with solicitation requirements and City Procurement Code.
- Manage the contract renewal function to ensure processes are in place for the timely evaluation of contractor performance, negotiation of acceptable renewal pricing, and approval by City Council, where required.
- Evaluate bidder's protest on solicitations and, in conjunction with City Attorney's Office, make recommendations or decisions; participate in protest hearings when appropriate.
- Lead business outreach effort to ensure local businesses and historically underutilized businesses are made aware of City procurement opportunities; maintain relationships with local chambers of commerce and business trade associations to promote City contracting opportunities.
- Look for opportunities to leverage spend through analysis of City procurement activities and coordination with local public organizations through the development of cooperative procurements.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate services with other City departments and divisions and with outside agencies; interpret policies and procedures related to purchasing.
- Conduct training classes for end-users to ensure their understanding of procurement policies and procedures.
- Ensure compliance with the city procurement code; recommend updates as necessary.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare statistical reports related to division activities for management staff.
- Represent the Procurement Division in staff meetings and at City Council meetings.
- Respond to questions and requests for information from staff, the City Council, suppliers and the general public. Collaborate with internal and external representatives to resolve issues.

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Procurement Administrator (continued)

- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in purchasing and materials management, including two years of administrative and/or supervisory responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in purchasing, supply chain management, business administration, public administration, or a degree related to the core functions of this position.

Licenses/Certifications:

Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) , or Certified Purchasing Manager (C.P.M.) certification is preferred.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 435

Status: Exempt/ Classified

Effective November 1988

July 2002 Title change

Revised April 2003 (eliminated Warehousing functions)

Revised June 2007 (Examples of Duties/certifications)

Revised Dec 2010 (Title changed)

Revised Oct 2016 (Title changed, update essential Functions and certifications)

Revised January 2017 (update job title, duties and min quals)